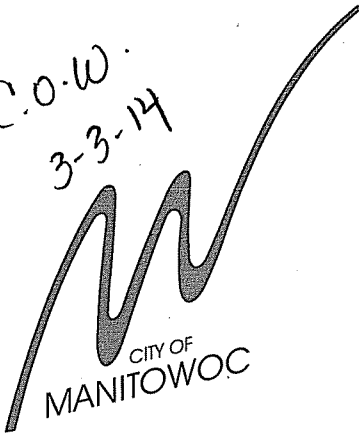


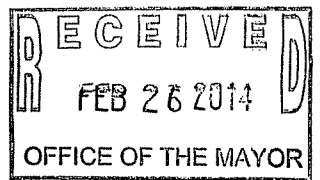
C.O.W.  
3-3-14

14-225

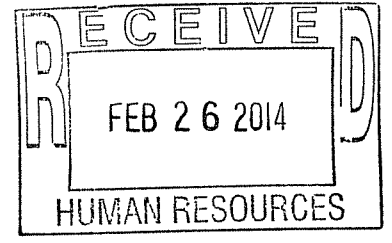


CITY OF  
MANITOWOC

David Less  
City Planner



February 26, 2014



Memo

To: Mayor and Common Council  
From: David Less, City Planner  
Re: **Notice of Retirement**

Dear Mayor and Council:

Please be advised by this letter that I will be retiring from the City of Manitowoc, with my last day of employment being **Friday, August 1, 2014**, with the payout of my sick leave reserve account occurring at that time as well pursuant to Section 3 of the City's "Employee Policy Manual". My last day of work will be determined by the remaining balance of my PTO bank.



OFFICE OF CITY PLANNING,  
CITY PLAN COMMISSION

Respectfully Submitted,

*David Less*  
David Less  
City Planner

cc. Jeri Johnson, HR

